GANG MANAGEMENT SYSTEM
USER'S MANUAL

Virginia Department of Juvenile Justice

INTRODUCTION

Welcome to the **GANG MANAGEMENT SYSTEM (GMS)**. This is your opportunity to contribute to and benefit from detailed information regarding juveniles involved with the Virginia Department of Juvenile Justice that have been identified as Gang Members.

The Department has developed criteria that, if met, establish juveniles either in direct care or community care as Gang Members. Details of their gang affiliation, crimes, appearance, location and other significant gang indicators are provided for the purpose of complying with the Department's mission of protecting the citizens of the Commonwealth and offering youth the opportunity for reform as well as protecting yourself and co-workers.

The **GMS Database** is a user friendly system that allows staff, identified as **GENERAL USERS**, to input pertinent information into the system initially by filling out an **OBSERVATION FORM**. Once completed, the **OBSERVATION FORM** is reviewed by a **GANG SPECIALIST**, the specially trained person or persons designated in each Court Service Unit and Juvenile Correctional Center with the expertise to determine if the criteria is met to establish a juvenile as a Gang Member. The Specialist will complete the **EVALUATION FORM** to assist in making their determination. If the Specialist determines that the juvenile is a Gang Member, the Specialist will also complete a **FACESHEET** for the juvenile to pull additional information into the **GMS** from the Juvenile Tracking System and other resources. A **VALIDATION FORM** is completed when a juvenile self-admits to gang membership and is determined by the Gang Specialist to be a Gang Member. The GANG SPECIALISTS and the **GMS ADMINISTRATORS** have the authority to save all information in a **FINAL** format. **GMS** ADMINISTRATORS are, however, the only Department staff allowed to delete information from the system and make any structural changes if and when deemed appropriate. They are also the only staff with the authority to **UNLOCK** a **FINALIZED FORM** for staff to make changes.

All Department staff with a JTS logon will be able to utilize the information in the **GMS** in the course of their daily activities. Identification of Gang Members provides the Department with a valuable tool in our efforts to thwart gang activity and protect our citizens and ourselves and turn the lives of these young people around.

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I.   LEVELS OF ACCESS/AUTHORITY:

Each individual in the Department of Juvenile Justice that has access to the Juvenile Tracking System will have access to the Gang Management System. The **GMS** will be programmed to identify three levels of access/authority according to the logon that each person uses to enter the system. The Juvenile Tracking System user name and password will be used in the **GMS** to automatically identify staff as belonging to one of the following categories:

    GENERAL USER: Probation, parole and juvenile correctional center staff who will input information into the system in the observation form and will save as a draft or in a final format as well as being able to read and print information from the system for use in their daily activities. With appropriate training, the general user will also be given the authority to complete the evaluation, face sheet and validation forms and save in a draft format, but only a Gang Specialist, upon their review of the information, will be able to save in a final format. Then only an Administrator will be allowed to unlock forms for changes to be made at a later point in time, if deemed appropriate.

    GANG SPECIALIST: The Gang Specialists will be Court Service Unit and Juvenile Correctional Center staff that have received specialized training and have the authority to use the **GMS** system to input, read and print information as well as review and finalize their entries and the entries of other staff. The review process will insure that the information in the system is as accurate and as up to date as possible.

    ADMINISTRATOR: The Administrators will also be specially trained staff with the highest level of access and authority in the system. Administrators will have the authority to input, read and print information using the **GMS**, review and finalize all of their input and the input of other staff and the additional authority to change and delete information in the system and finalize these changes and deletions. Administrators will periodically expunge records in the **GMS** consistent with the Virginia Code for expunging juvenile records. They will also be the only users with the authority to unlock forms finalized by other staff to make changes and they will be responsible for any structural changes in the **GMS** if and when they are determined to be necessary.

II.   WHAT TO EXPECT:

A.   THEORY BEHIND SYSTEM OPERATIONS

The **Gang Management System** is designed to share information with the Juvenile Tracking System and vice versa. Only juveniles already in **JTS**, with a **JTS #**, can, therefore, have identifying and gang related information entered into the **GMS**.

To begin the process of entering a juvenile in the **GMS**, the juvenile's **JTS #** must first be entered into the system. This process will allow information from **JTS** to be imported into the **GMS** and to auto fill certain fields on the different forms that will be completed on each juvenile in the system.

Once a **PROFILE** has been created in the **GMS** for a juvenile, that information will become a permanent part of the system. To add or edit the information, the Gang Specialist has the authority to go directly to the **FACE SHEET** or the **EVALUATION FORM**. A General User, however, will need to **CREATE A NEW PROFILE** when adding additional information. Each time a new **OBSERVATION FORM** is created, it will be followed with an **EVALUATION FORM**, an updated **FACE SHEET** and a **VALIDATION FORM**, if the juvenile self-admits to being a Gang Member. The system will maintain a comprehensive list of all of the forms completed for each juvenile as well as the date of completion and will allow anyone using the system to be able to access all of the entries for each juvenile, but with only the most current information immediately visible on the juvenile's profile when entering the system.

All information entered into the **GMS** will remain in the system unless deleted by an administrator. If, after an **EVALUATION** has been completed, a juvenile does not meet the Department's criteria to be identified as a Gang Member, the information will still remain in the system. New **OBSERVATIONS** could potentially alter the juvenile's status and they could later be identified as a Gang Member. The progression of the changes in their status would then be available for staff to review. Staff are encouraged to provide additional information when it becomes available to build a more comprehensive picture of who the individual is as well as what the gang characteristics are of the gang that he or she is a member of.

When a new **OBSERVATION FORM** is input into the **GMS** and needs to be reviewed, the Gang Specialist will be notified. Also, if a new intake is opened on a juvenile that is already in the **GMS**, it will automatically be flagged to inform intake staff.

B.   HELPFUL HINTS TO NEGOTIATE THE SYSTEM

HELP will always be available in the form of the **GMS USER'S MANUAL**. Each **SCREEN** will display the **GMS MENUBAR** at the top, with the option to **POINT** and **CLICK** on **HELP** to bring up the **USER'S MANUAL** in its entirety.   The **TABLE OF CONTENTS** provides **HYPERLINKS** for the user's convenience. **CLICKING** on a selection will take the user directly to the desired location in the **GMS** USER'S MANUAL

HINT #1: The **GMS MENUBAR** can be used to move between different applications in the system. When the user points their cursor to a selection on the **GMS MENUBAR**, a **POINTING HAND** will appear. **MOVING THE HAND DOWN** to different applications will cause the selected application to be **BOLDED**. Once **BOLDED**, the user can **CLICK** on the desired application to be taken to that screen. From any screen in the system, the user can select **HOME** on the **GMS MENUBAR** and be taken to the **HOMEPAGE** to select a different application to begin working in.   Users can also navigate between screens that they have opened by using the **BACK** and **FORWARD ARROWS** in the top left hand corner of the user's **COMPUTER TOOLBAR**.
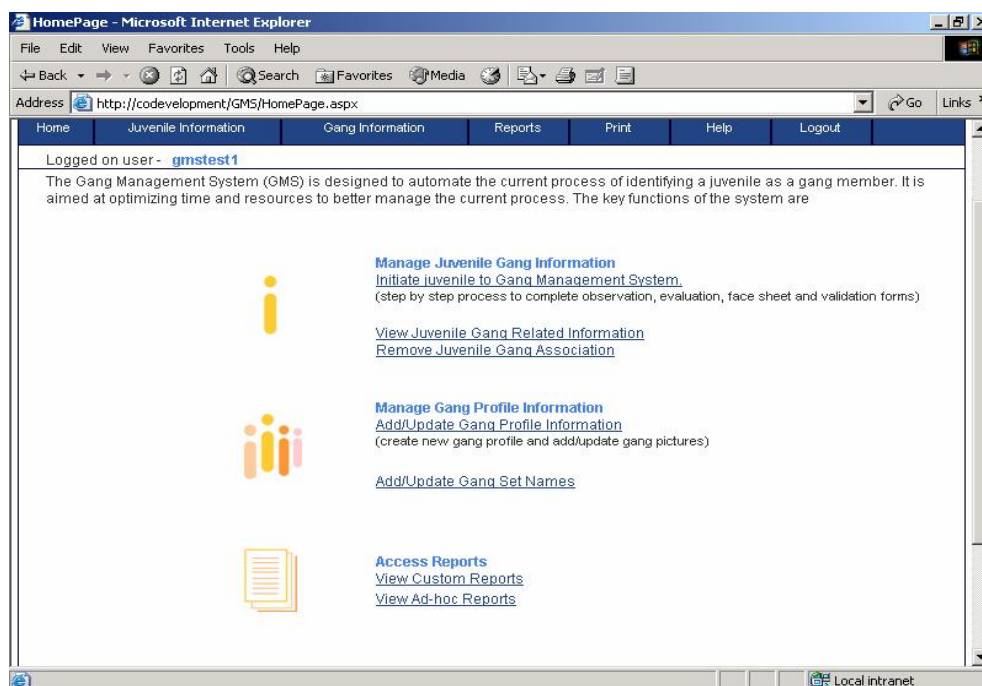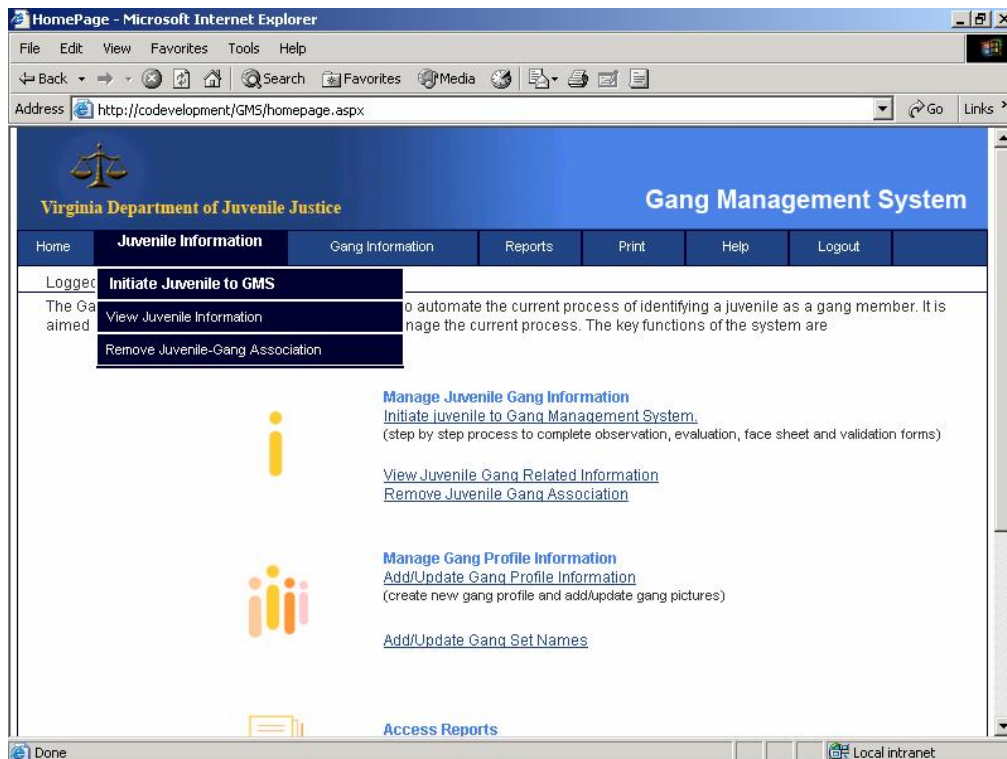
The following options are available under the different selections on the **GMS MENUBAR:**

HOME:
> **GMS** HOME PAGE

JUVENILE INFORMATION:
> INITIATE JUVENILE TO **GMS**
> VIEW JUVENILE INFORMATION
> REMOVE JUVENILE-GANG ASSOCIATION

GANG INFORMATION:
> VIEW/ADD/EDIT GANG
> VIEW/ADD/EDIT GANG SET

REPORTS: (in development-choices will be in a drop down menu)
> GANG MEMBERS BY GANG NAMES
> GANG MEMBERS BY GANG SETS
> GANG MEMBERS BY AGE
> GANG MEMBERS BY JCC/CSU
> GANG MEMBERS BY GANG CLASSIFICATION
> GANG MEMBERS BY FIPS/DISTRICT/ZIP CODE
> GANG MEMBERS BY FIPS AND DISTRICT
> RACIAL BREAKDOWN OF GANGS
> AD-HOC REPORTS

PRINT:
> BLANK OBSERVATION FORM
> BLANK EVALUATION FORM
> BLANK FACE SHEET FORM
> BLANK VALIDATION FORM

HELP:
> **GMS** USER'S MANUAL

LOGOUT:
> RETURN TO LOGIN SCREEN

HINT # 2: **CLICKING** on **VIEW ALL** on a screen will allow the user to see all of the **ENTRIES** for a particular **CATEGORY**:
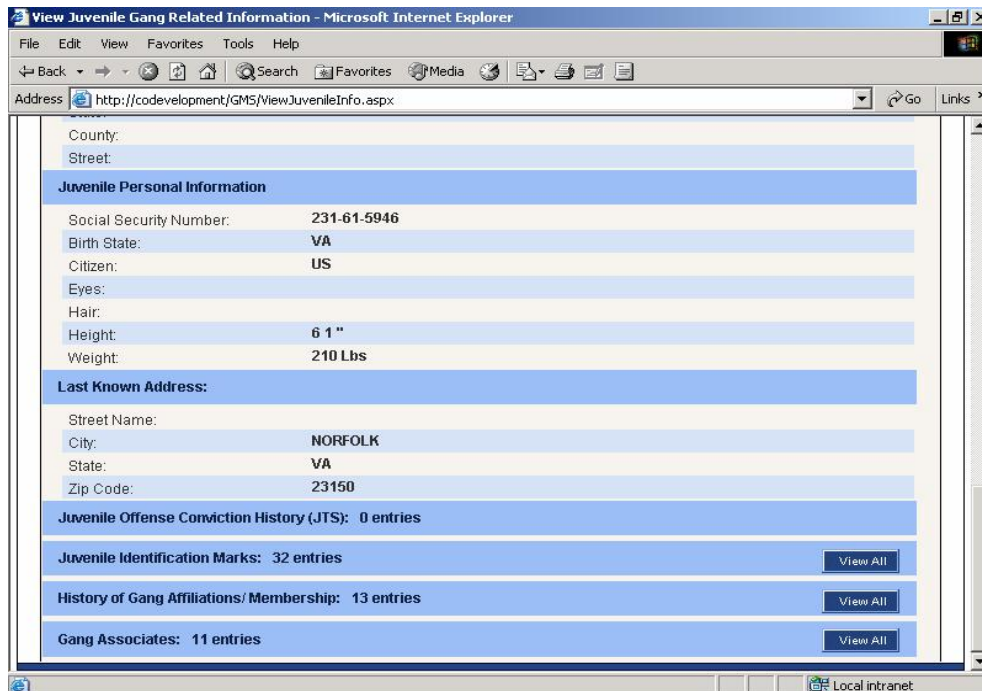
HINT # 3: The user will need to **CLICK** on **VIEW ALL** under any of the categories below **GANG INDICATORS OBSERVED** to view all entries for that category.
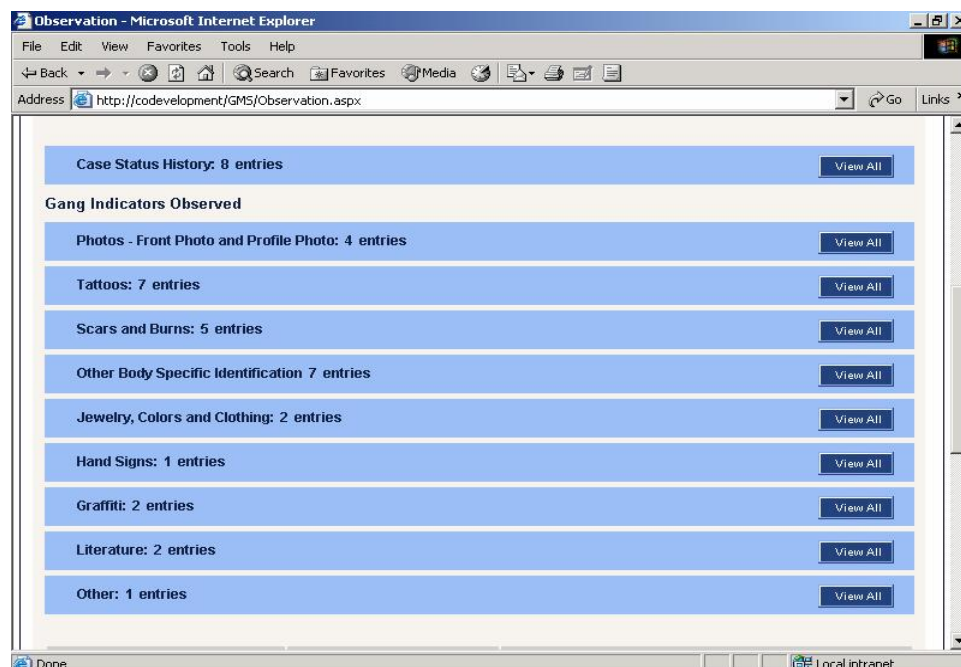
HINT # 4: **CLICKING** on **HIDE ALL** will allow the user to **COMPRESS THE SCREEN** and see additional categories to select from to view the remainder of the details for each of the categories.
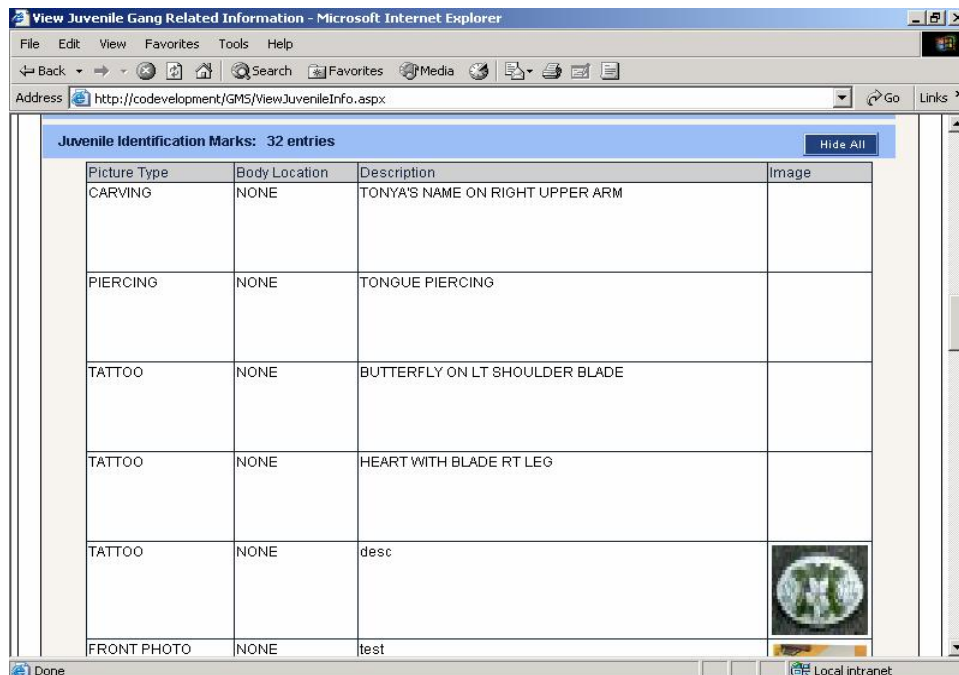
HINT # 5: **PROMPTS** are provided on the system to insure that the user is **PROGRESSING** through the system appropriately. If the user neglects to enter a **REQUIRED FIELD**, the user will not be allowed to continue their input. The user will then need to use the **UP** and **DOWN ARROWS** to the far right of the screen to locate a brief explanation, highlighted in **RED,** directly above the field in question, that will inform the user as to what they will need to enter to be able to continue.
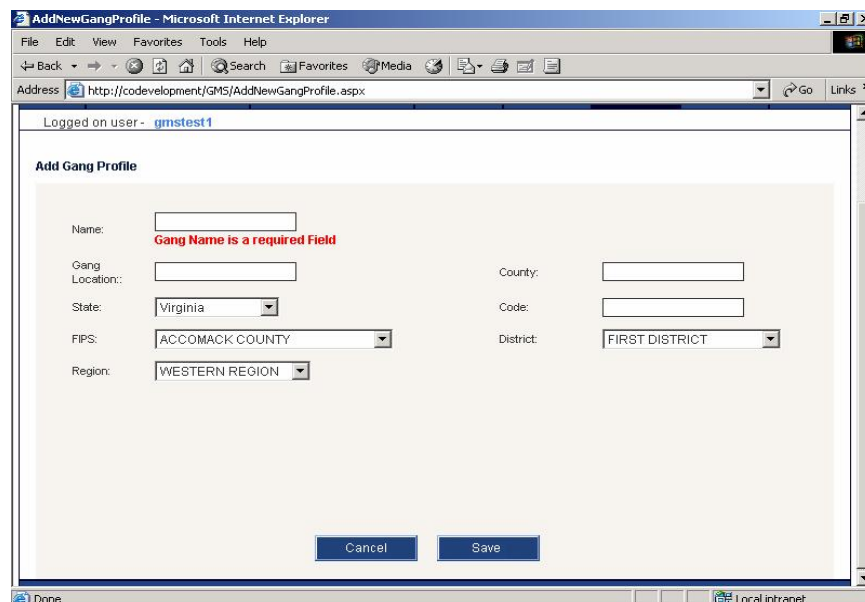
HINT # 6: If the user has successfully completed a form and saved it in the system, a small, **POP UP WINDOW** will appear to notify the user of the **STATUS** of their entry as a **CONFIRMATION**. If an **INVALID ENTRY** is made, a small, **POP UP WINDOW** will appear to notify the user of their **ERROR**. The user will then need to **CLICK** on the **CLOSE WINDOW** option or the **"X"** in the far right hand corner of the **POP UP WINDOW** and input the correct information in the original form and again attempt to **CONFIRM** a **SUCCESSFUL** entry.
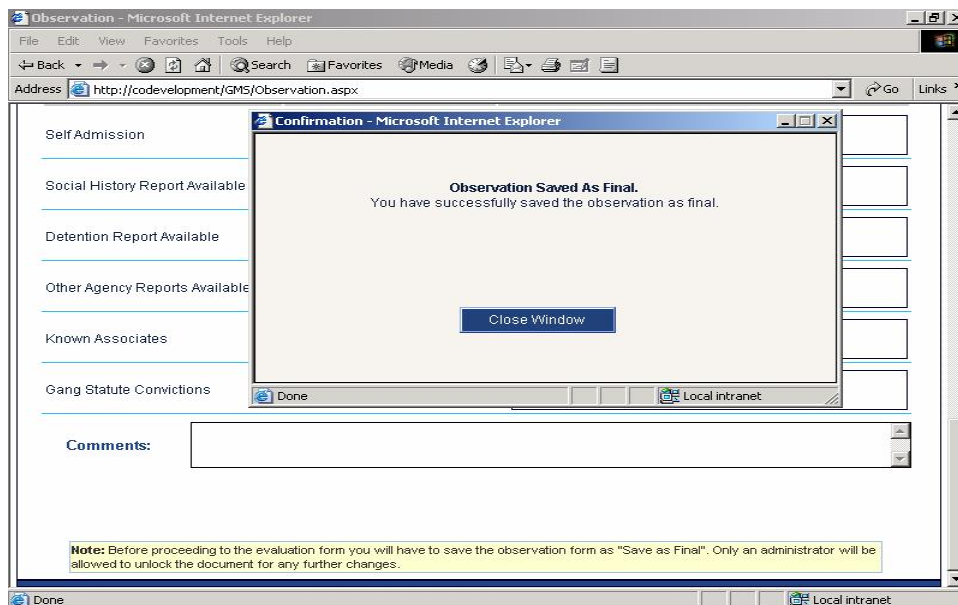
HINT#7:
YELLOW **INFORMATIONAL/INSTRUCTIONAL BOXES** will appear throughout the system to alert the user of **STATUS ISSUES**, an example of which would be when only an administrator can **UNLOCK** a form for staff to make changes. This means that the form is available to the user in a **READ ONLY** format, to **READ OR PRINT** only. Another example would be when a **FORM** needs to be **SAVED AS FINAL** to be able to progress through the system to the next form.

HINT # 8:

FORMS that provide the user with a **CALENDAR ICON**, will allow the user to select the date to be entered on the form from the system **DATE SELECTOR**. The user will first need to **CLICK** on the **CALENDAR ICON**. A **POP UP WINDOW** will appear. The user will need to **ARROW** to the appropriate **MONTH** and select the appropriate **DATE** by **CLICKING** on the **CURRENT DATE**. The full date will then fill the **FIELD**. The user also has the option to fill in the **DATE MANUALLY** if they so desire.

III.   GETTING STARTED

The user will first need to **CLICK** on the **GANG MANAGEMENT SYSTEM LINK**, on **BBS,** the initial screen will ask for a **USERNAME** and **PASSWORD** which will be the same **USERNAME** and **PASSWORD** that allows entry into the **JUVENILE TRACKING SYSTEM**. The user will need to enter this information in the appropriate fields and **CLICK** on **LOGIN** or hit their **ENTER KEY** on their computer keyboard**.**

LOGGING IN will bring the user to the **GMS HOME PAGE**, from which the user can select an option from the **GMS MENUBAR** or select an option from the **LISTED CATEGORIES** provided on the **HOME PAGE**.

Only by **LOGGING IN** can a user obtain specific information on a juvenile or enter information into the system for a juvenile.

REMEMBER THAT NOT ALL USERS CAN PERFORM ALL FUNCTIONS ON THE GANG MANAGEMENT SYSTEM:

ALL USERS can fill out any of the system forms and **SAVE AS A DRAFT**, but only a **GANG SPECIALIST** can **SAVE IN FINAL FORMAT, EXCEPT** for the **OBSERVATION FORM** which can be saved by anyone with access to the system.
Forms can be **SAVED AS A DRAFT** multiple times, but only **SAVED AS FINAL** once. **GENERAL USERS** will not be provided with the option on other than the **OBSERVATION FORM** to perform the function of **SAVING AS FINAL**.
ONLY ADMINISTRATORS can **UNLOCK** a form for staff to make changes and only **ADMINISTRATORS** can **DELETE PROFILES** that have been **UNUSED** for a lengthy period of time.

READ ONLY MODE will still allow any user to **PRINT**. When printing copies of completed forms, **ONLY DESCRIPTIVE INFORMATION** will be **PRINTED**, not the entire form as seen on the user's computer screen.

If the user is only interested in obtaining a **LINK** to **ASSORTED GANG RELATED INFORMATION,** then the user can **CLICK** on **VIEW/READ GANG RELATED INFORMATION** without logging in to the system to be taken to the **BBS TOOLS DRIVE**. In the **TOOLS DRIVE**, the user can **CLICK** on **COMMUNITY PROGRAMS**, then **CSU SUPPORT**, to be taken to numerous **GANG RELATED ARTICLES, RESEARCH** and **LINKS**.

IV. OBSERVATION FORM:

To **INITIATE** a juvenile to the **GMS**, the user will need to **CLICK** on **JUVENILE INFORMATION** and select **INITIATE JUVENILE TO GMS** or click **INITIATE JUVENILE TO GANG MANAGEMENT SYSTEM** in the **MAIN MENU**. The user will then be prompted to enter the **JUVENILE NUMBER**, which is the juvenile's **JUVENILE TRACKING NUMBER** from the **JUVENILE TRACKING SYSTEM**. Once the number is entered, **CLICK** on **SUBMIT**.

The **GMS** will bring the user to the **VIEW GANG RELATED INFORMATION FORM** that will be **SELF-POPULATED** with basic, identifying information about the juvenile imported from the **JUVENILE TRACKING SYSTEM.**

By **SCROLLING DOWN** the page, the user will locate the **CREATE NEW PROFILE** button. **CLICK** on this button to be taken to a new **OBSERVATION FORM** or **CLICK** on any one of the dates of a former entry to view information already existing in the system. All entries can be viewed by all users one form at a time.

When on the **OBSERVATION FORM**, the user can view all of the entries under each category by **CLICKING** on **VIEW ALL**, examples of which include **CASE STATUS HISTORY** and various **GANG INDICATORS**.
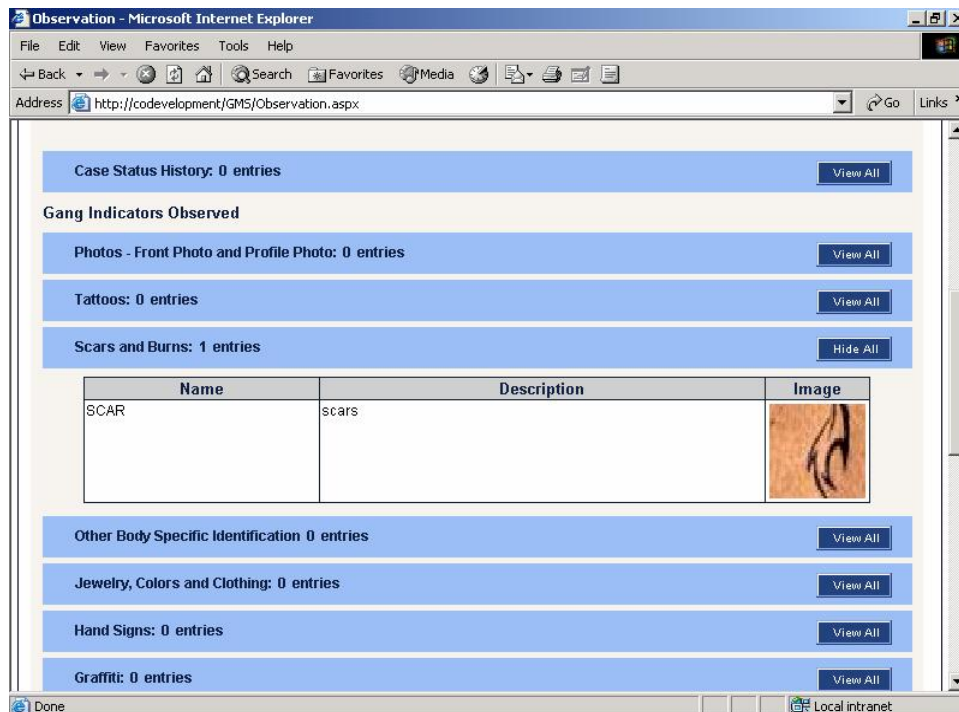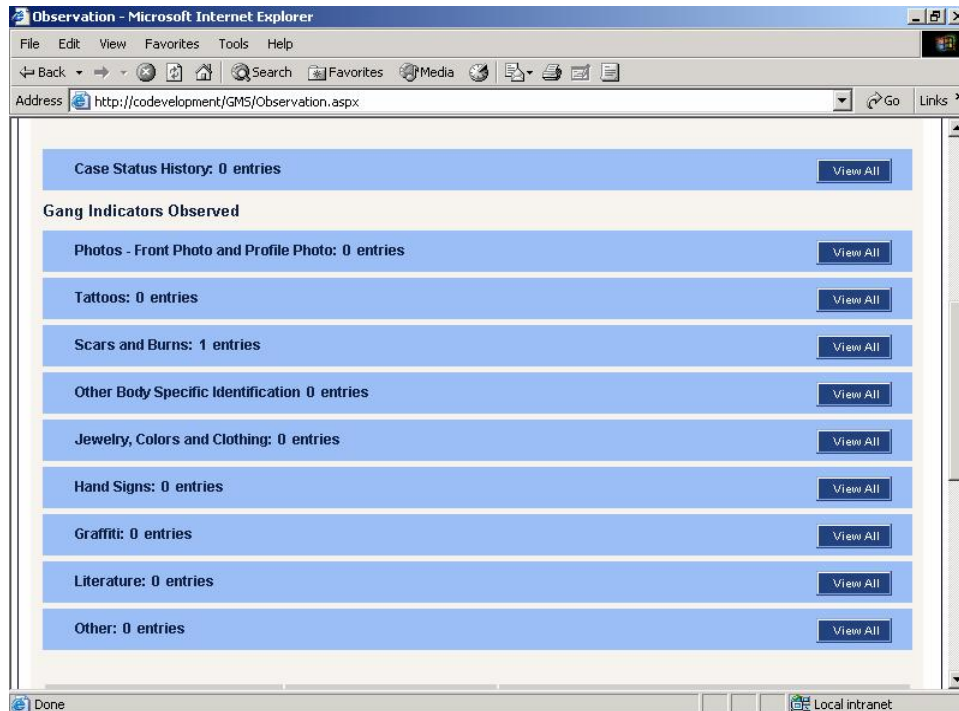
CLICK on **HIDE ALL** to **COMPRESS** the specifics of a category.

From the **NEW OBSERVATION FORM** that has been created, the user can select **ADD** to input a **NEW ENTRY** into the system.

A **POP UP WINDOW** will appear into which the user inputs the new information, then selects **SAVE ENTRY**, if only one entry needs to be added to the **OBSERVATION FORM**, or selects **SAVE AND ADD ANOTHER ENTRY**, if any additional entries need to be added. The user will need to repeat this process until all entries have been added for each of the **GANG INDICATORS**, etc.

An **IMAGE** of an **INDIVIDUAL'S FACE**, either a **PROFILE** or a **FRONT VIEW** can also be added by downloading a **PICTURE** from the user's digital camera onto their computer, the user will then need to **CLICK** on **ADD** in the appropriate category, then, in the **POP UP WINDOW** that appears, **CLICK** on **BROWSE**, then **SELECT** the **FILE** the image is saved in (it will need to be a **jpg, gif** or **bmp** file), then **CLICK** on **OPEN** to open the appropriate file on the user's computer and **CLICK** on **OPEN** again to **IMPORT** the **IMAGE** into the space provided in the **GMS**. The **IMAGE** can then be saved as a single entry or saved and other entries put into the system as well. The user can **PREVIEW** the **IMAGE** by **CLICKING** on **PREVIEW**. Once the user is satisfied with the results, the **IMAGE** can be saved and the **POP UP WINDOW** closed by **CLICKING** on the **"X"** in the upper right hand corner of the **POP UP WINDOW.**
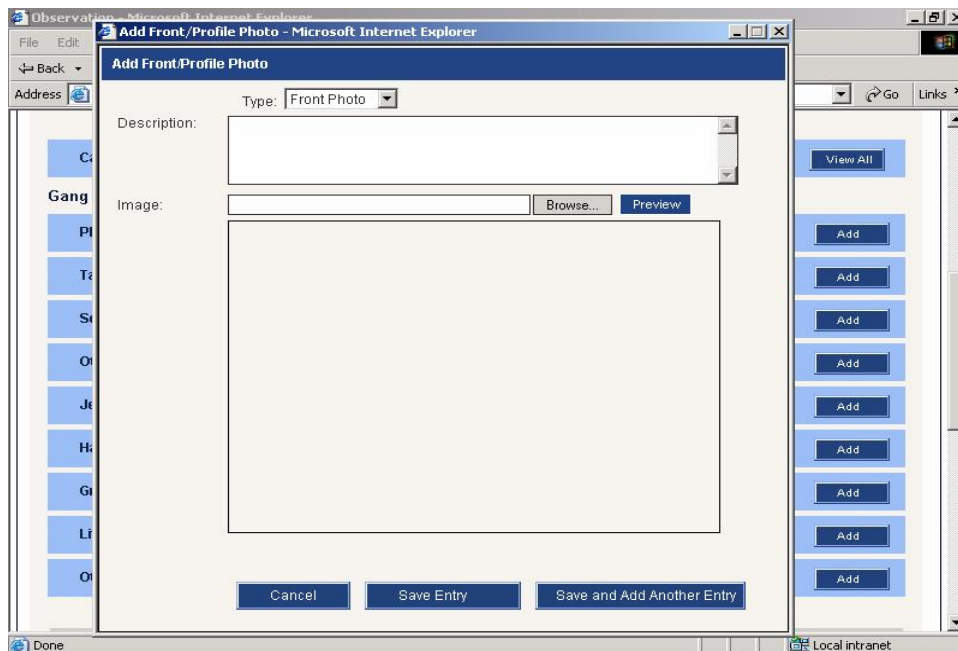
Other types of **PICTURES** can be input into the system in the same manner, but only in the **OTHER ENTRIES** category. An example of which would be a **GROUP PICTURE** of gang members.

The next part of the **OBSERVATION FORM** is the **HISTORY OF GANG INVOLVEMENT**. Entries can be made or changed here by either leaving the **NO** selected, as the **DEFAULT SETTING,** or by selecting the **YES** by **CLICKING** on the appropriate choice. If **YES** is selected, then the user is **REQUIRED** to enter a brief **DESCRIPTION/ EXPLANATION** as to the reason for **YES** having been selected. These additional comments can be made in the final **COMMENT BOX** at the end of the form.

After all information has been input into the **OBSERVATION FORM**, it must either be **SAVED** as a **DRAFT** or **SAVED** as **FINAL** by **CLICKING** on the appropriate selection. If the user wishes to proceed to the **EVALUATION FORM**, then **SAVE AS FINAL** will **HAVE TO BE SELECTED**. Once the form is saved, the new **EVALUATION**, **FACE SHEET** and **VALIDATION FORMS** for the juvenile will also have been created for their completion.

V.   <u>EVALUATION FORM</u>

The next form to be completed is the **EVALUATION FORM**. To move to the **EVALUATION FORM**, **CLICK** on the **TAB** at the **TOP** of the **OBSERVATION FORM** in **LIGHT GRAY**. All **YES/NO** questions will need to be answered as with the **OBSERVATION FORM**, with **NO** being the **DEFAULT SETTING** and **YES REQUIRING** a **DESCRIPTION/EXPLANATION**.

YELLOW INSTRUCTIONAL BOXES will guide the user through the process required to complete the remainder of the **EVALUATION FORM**. Once the form is completed it can be **SAVED** as a **DRAFT** by the user or **SAVED** as **FINAL** by a **GANG SPECIALIST,** upon their review of the information.

As with all of the **FORMS**, once **SAVED**, a **CONFIRMATION** window will appear to indicate that the information has been successfully saved.

VI. FACE SHEET FORM

To move to the next form, the **FACE SHEET**, the user will need to **CLICK** on the **TAB** at the **TOP** of the **EVALUATION FORM**, in **LIGHT GRAY**, that says **FACE SHEET**. The **FACE SHEET** will be brought up, continuing to **SELF-POPULATE** certain fields of information either from the **JUVENILE TRACKING SYSTEM** or from previous **GMS** forms that have been completed.

In the **TOP RIGHT HAND CORNER** of the **FACE SHEET**, the user is given the opportunity to **PRELOAD** other information from the juvenile's records to assist in the process of efficient completion of the **FACE SHEET**.

If the **GANG** that the juvenile is associated with does not have a pre-existing **GANG PROFILE** in the **GMS**, then one will need to be **ADDED** to be able to complete the **FACE SHEET**.

Entries in the **FACE SHEET** should be completed by **CLICKING** on **ADD** using the same method as used to make additions to previous forms. Once the additions have been made, the **FACE SHEET** can be saved as a **DRAFT** and will be **CONFIRMED** as **SAVED** with a **POP UP WINDOW**.

The **FACE SHEET** can only be **SAVED** if the **EVALUATION FORM** has been **SAVED** as **FINAL** and the juvenile has actually been **IDENTIFIED** as a **GANG MEMBER**.
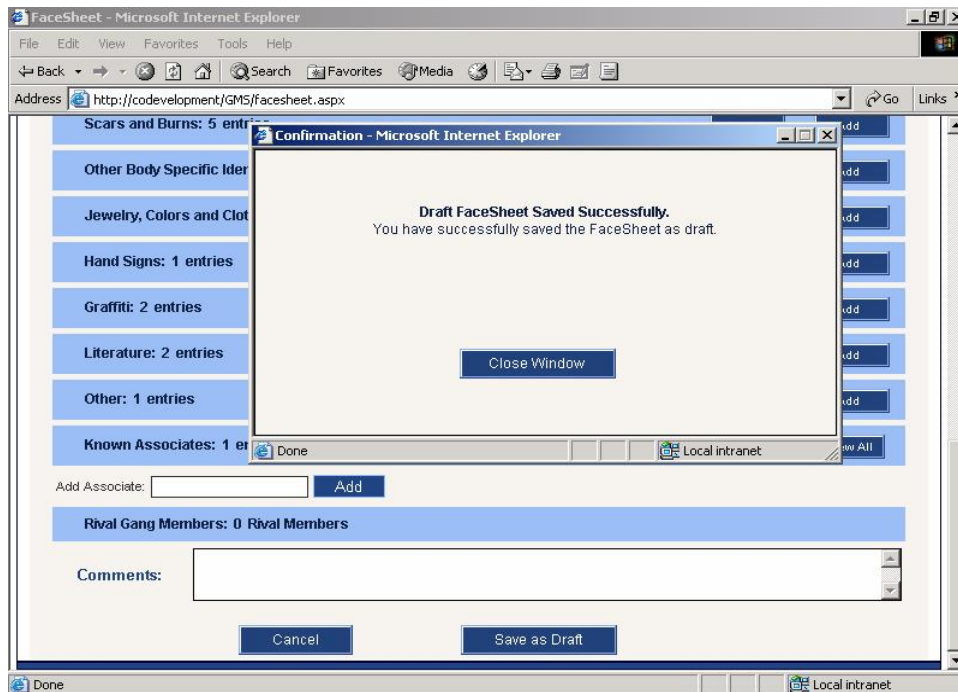
VII. VALIDATION FORM

The **VALIDATION FORM** will only be filled out if a juvenile **SELF-ADMITS** to being a **GANG MEMBER**.

To progress to the **VALIDATION FORM**, **CLICK** on the **TAB** at the **TOP** of the **FACE SHEET**, in **LIGHT GRAY**, that says **VALIDATION FORM**.

In the **TOP RIGHT HAND CORNER** of the **VALIDATION FORM**, the user is given the opportunity to **PRELOAD** other information from the juvenile's records to assist in the process of efficient completion of the form.

VALIDATION QUESTIONS should be answered utilizing **DIRECT QUESTIONING** of the juvenile. **NO** remains the **DEFAULT SETTING** and **YES** answers to any of the questions will **REQUIRE** that a **DESCRIPTION/EXPLANATION** be input in the box provided next to each question.

Once all of the information has been entered into the **VALIDATION FORM,** it can be **SAVED** as a **DRAFT** and the **CONFIRMATION WINDOW** will appear to let the user know that they have been successful in entering the **REQUIRED** information to complete the **VALIDATION FORM**.

VIII. <u>GANG INFORMATION</u>
(not all functions are available to all users)

A. VIEW/ADD/EDIT GANG

To **UPDATE** a **GANG PROFILE**, the user will need to **POINT** to **GANG INFORMATION** on the **GMS** **MENUBAR** and **CLICK** on **VIEW/ADD/EDIT** and the **UPDATE GANG PROFILE FORM** will be selected.

To **ADD** a **NEW GANG PROFILE**, the user will need to **CLICK** on this selection in the **UPPER RIGHT HAND CORNER** of the screen to pull up the **ADD NEW GANG PROFILE** screen. Any user can **ADD** a **GANG**, but only an **ADMINISTRATOR** has the authority to classify the **GANG** as **PERMANENT**.

As with all screens, **REQUIRED FIELDS** must be **ENTERED** to **PROCEED**. If the **REQUIRED FIELDS** are not **ENTERED**, an **ERROR** message will appear to alert the user.

On the **ADD GANG PROFILE** screen, the user will need to fill in the appropriate information and **CLICK** on **SAVE** and wait for the window indicating that the new **RECORD** has been **SUCCESSFULLY ADDED** to the system.

To **UPDATE** a **GANG PROFILE**, the user must first **SELECT** the **GANG** from the **DROP DOWN MENU** and **CLICK** on **SUBMIT**.

The user will need to **UPDATE** the **IDENTIFYING** and **LOCATION** information **FIRST**.

Each **CHARACTERISTIC** must be **SELECTED SEPARATELY** for **UPDATE** purposes. The user may **SELECT VIEW ALL** or **ADD**, depending on whether they wish to only see the entries in the system thus far or wish to add additional information.

Once the user **CLICKS** on **VIEW ALL** to see the **IMAGES** and **INFORMATION** in **EACH CATEGORY,** the user will be given the option to **DELETE** or **EDIT** the selections in the chosen category.

EDIT will bring the user to a **POP UP WINDOW** where **CHANGES** can be made and then **SAVED**.
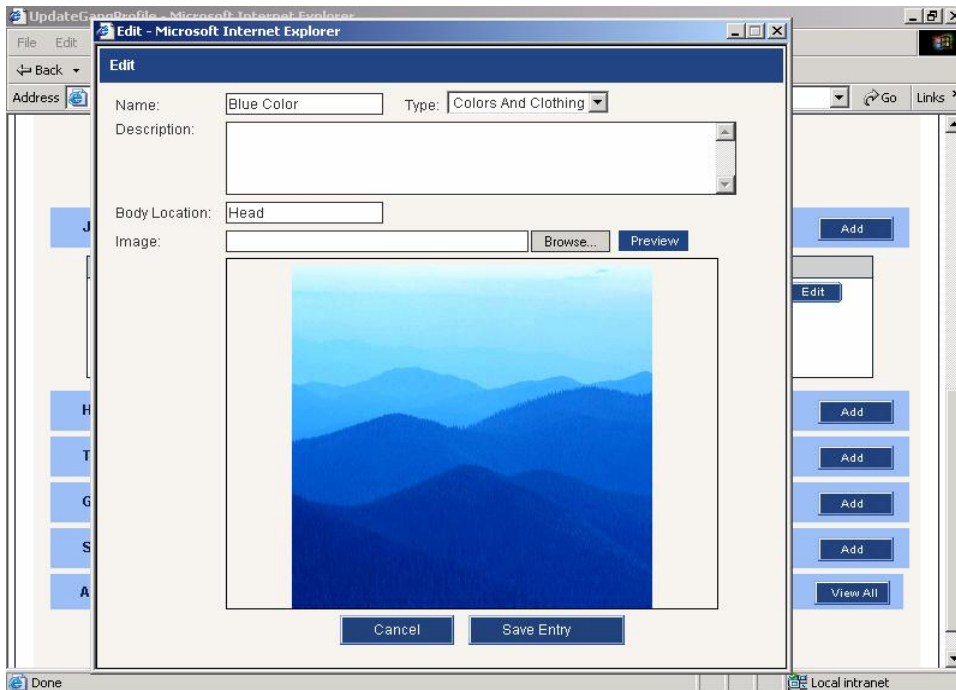
To **ADD** information to a **CATEGORY**, **CLICK** on **ADD** and a **POP UP WINDOW** will appear in which to **ADD** information and **SAVE** as a **SINGLE ENTRY** or to **SAVE** and **ADD** additional entries.
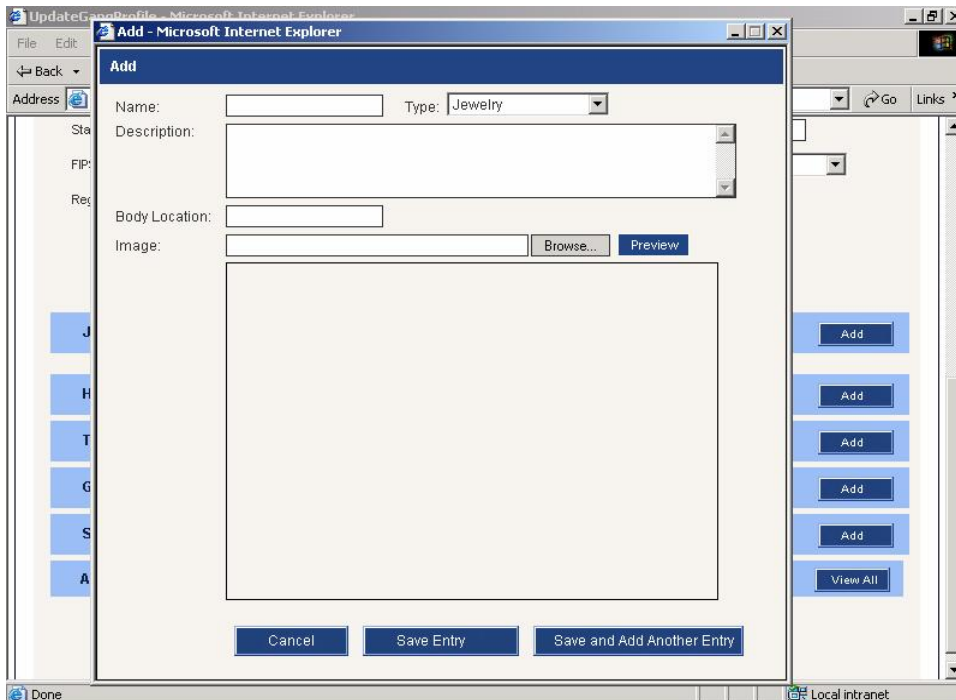
Once the information has been inserted in the **WINDOW** provided, the user will need to **CLICK** on **SAVE ENTRY** or **SAVE** and **ADD ANOTHER ENTRY** to obtain a **CONFIRMATION WINDOW**.
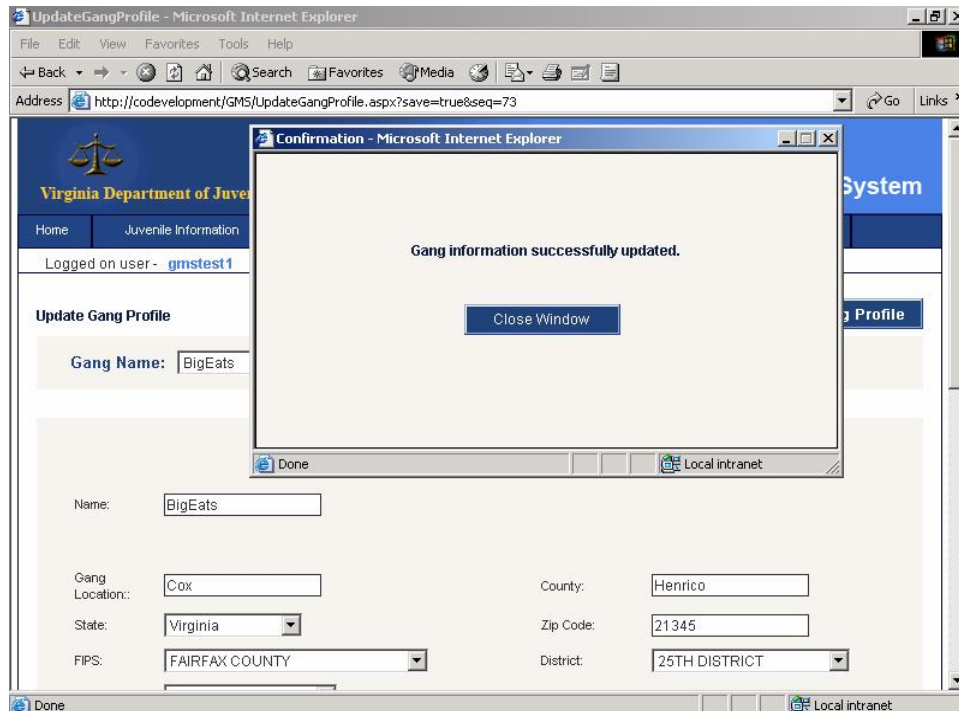
To **ADD/EDIT RIVAL GANG ASSOCIATIONS**, the user will first **CLICK** on **VIEW ALL** to see the potential selections. Then, use the **CHECK MARK**, to fill or make blank the **BOX** next to each of the **GANG NAMES**. The gangs that should be identified as **RIVAL GANGS** to the **IDENTIFIED GANG** should **ALL** be **CHECKED**.
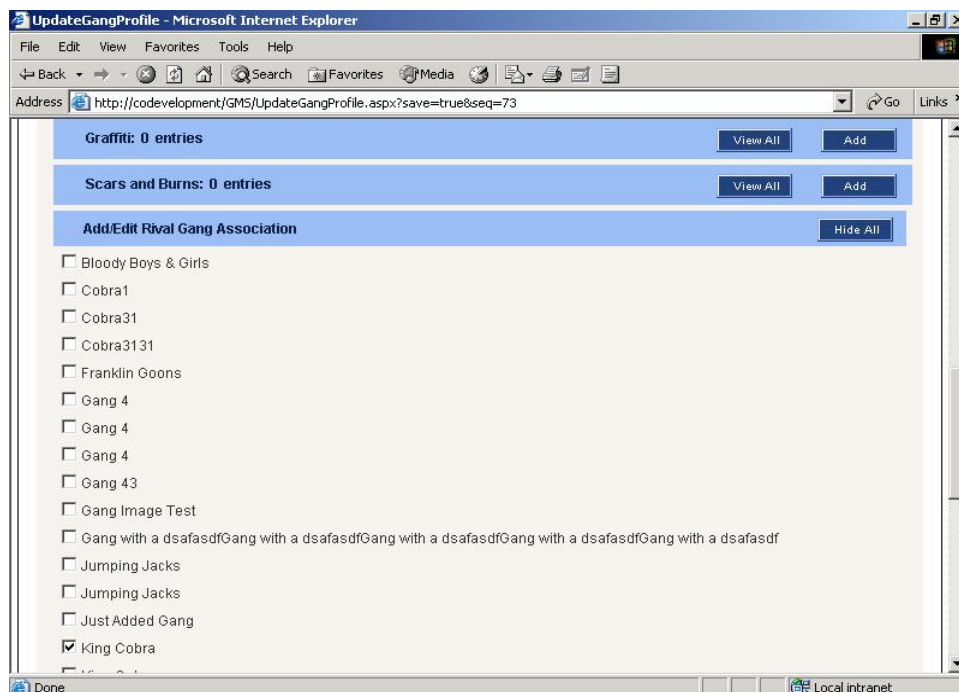
B.   VIEW/ADD/EDIT GANG SET

To **ADD/UPDATE** a **GANG SET NAME**, the user will first need to **POINT** to **GANG INFORMATION** on the **GMS** **MENUBAR** and **MOVE THE HAND DOWN** to **VIEW/ADD/EDIT GANG SET**, then **CLICK** on this selection for the screen to appear.

The user will then need to use the **DOWN ARROW** to pick a **GANG NAME** and **CLICK** on **SUBMIT**.

A **POP UP WINDOW** will appear to fill in **GANG SET** information that the user wishes to **EDIT**, which then needs to be **SAVED** by **CLICKING** on **SAVE ENTRY**.

If the user wishes to **ADD GANG SET INFORMATION**, they will **CLICK** on **ADD** and a **POP UP WINDOW** will appear. Once the user has added the new **GANG SET INFORMATION**, they need to **CLICK** on either **SAVE ENTRY** or **SAVE and ADD ANOTHER ENTRY**, until all of the information they wish to enter has been entered and saved in the system.

Saved information, whether **DELETIONS**, **ADDITIONS** or **EDITS**, will generate a **CONFIRMATION WINDOW** if **SAVED SUCCESSFULLY** or an **ERROR WINDOW** if **UNSUCCESSFUL**.

IX. <u>REPORTS</u>

To **VIEW** and **PRINT REPORTS** in various categories, the user will need to **CLICK** on **REPORTS** for a **SCREEN** to appear identifying the **REPORT CHOICES**. The user will then **CLICK** on the desired **REPORT** to **VIEW** and/or **PRINT** their choice.

(REPORTS are currently being developed for the system)

X. <u>PRINT BLANK FORMS</u>

To **PRINT BLANK FORMS**, the user will first need to select **PRINT** on the **GMS** **MENUBAR**, and then select the form that they wish to print by **MOVING THE HAND** to the appropriate form. Once the form title is **BOLDED**, **CLICK** and it will be selected.
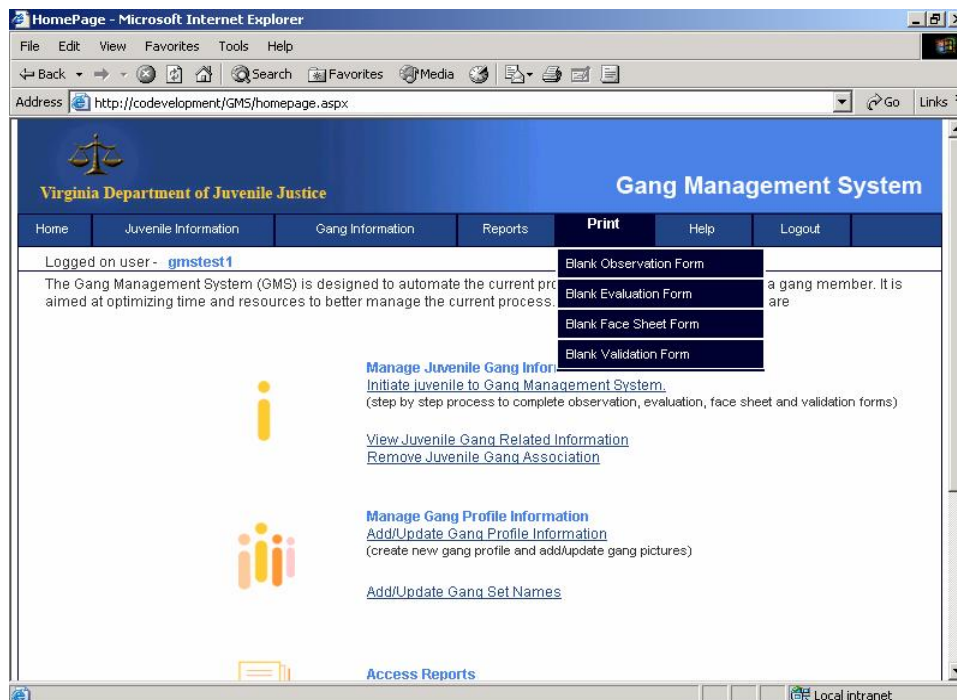
In a large **POP UP WINDOW**, a **BLANK FORM** will appear with a **PRINT** option in the **UPPER RIGHT HAND CORNER** of the form. The user will need to **CLICK** on **PRINT** and follow the instructions for printing according to their individual computer/printer options. The same **INSTRUCTIONS** apply for all of the **BLANK FORMS**, each of which is available for printing from the **GMS**. **BLANK FORMS** are made available to staff for use in the **FIELD**, when they do not have PC or Laptop access. **PRINTED BLANK FORMS** will only display **DESCRIPTIVE INFORMATION**; they will not appear in the same format as what the user sees on their computer screen. To close the **POP UP WINDOW**, **CLICK** on the **"X"** in the **FAR RIGHT HAND CORNER** of the window.

XI. ENABLING JAVASCRIPT IN YOUR BROWSER

STEP 1: **CLICK** on **TOOLS** in the **COMPUTER TOOLBAR** to be able to bring up the various options for **TOOLS**, and then **CLICK** on **INTERNET OPTIONS**.

STEP 2: CLICK on the **SECURITY TAB** (second from the left on the top row).
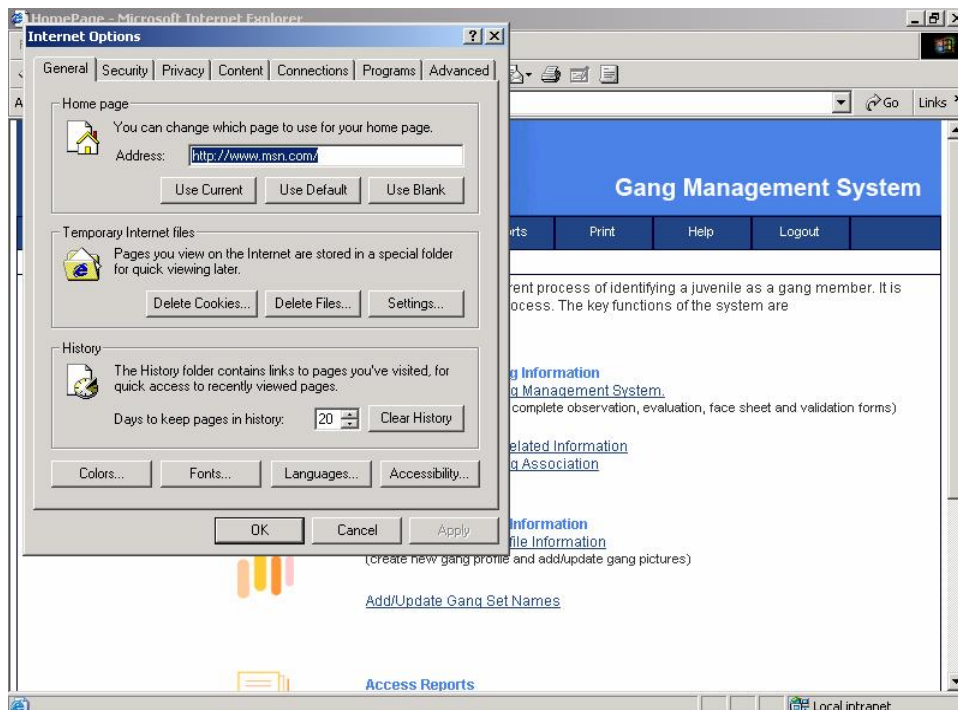
STEP 3: CLICK on the **CUSTOM LEVEL BUTTON** to bring up the **SECURITY SETTINGS** window.
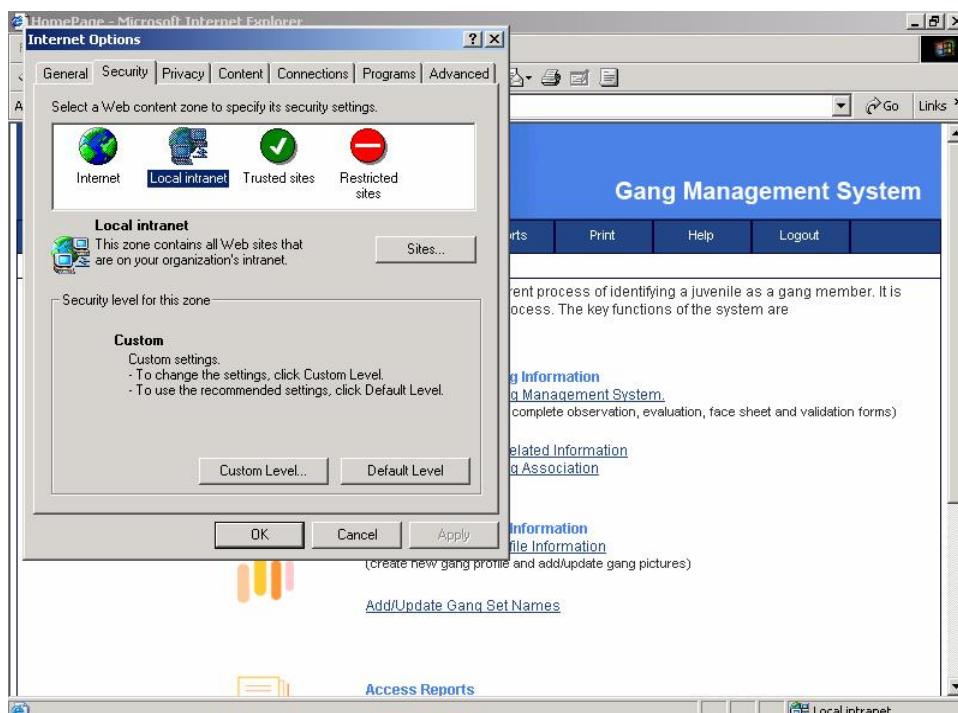
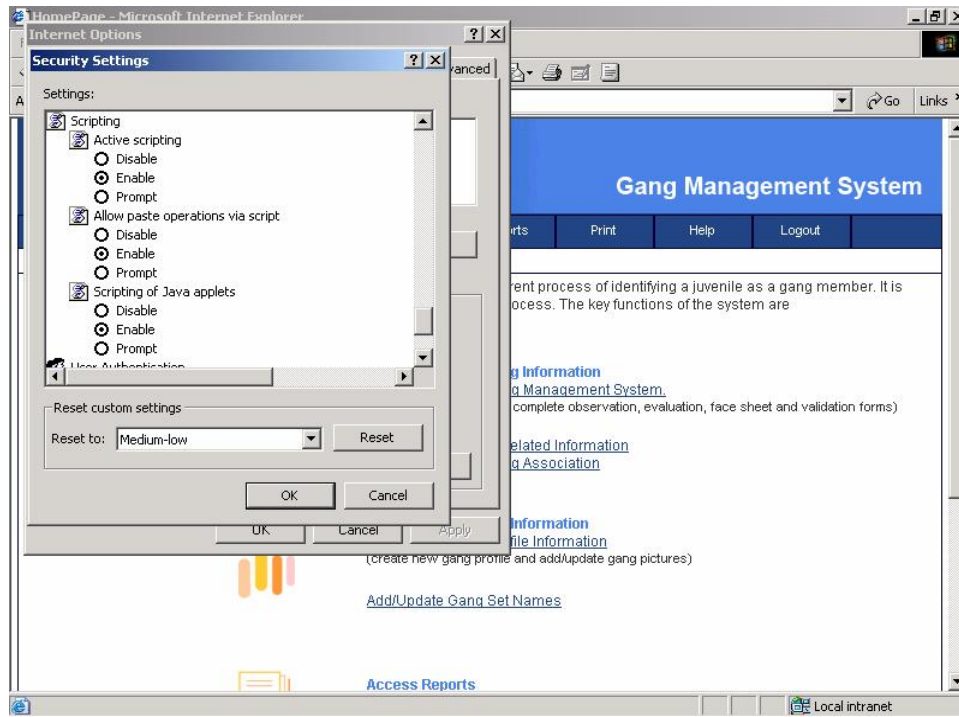**STEP 4:** **SCROLL DOWN** to find **SCRIPTING** and insure that the **ENABLE BUTTON** for **ACTIVE SCRIPTING** is **SELECTED**.

STEP 5: **CLICK** on **OK** to accept your **SELECTION.**

STEP 6: If asked, **"are you sure you want to change the security settings for this zone"**, **CLICK YES**.

STEP 7: **CLICK** on **OK** to **FINISH** and close the window by **CLICKING** the **"X"** in the top right hand corner of the window.

STEP 8: Once returned to the **BROWSER**, **CLICK** the **REFRESH BUTTON** to insure that the settings take effect.

*** If the user experiences any difficulties in the use of the system, they can contact the ADMINISTRATOR for assistance at gmsadmin@djj.virginia.gov .